Discussion Forum Grading Tips

1. Go to: Discussion Forum > Utilities > Grades Forum. Note that the possible grade only populates for students that have submitted at least one post.

2. Click on the student’s name and a window will pop up with the Discussion Forum text followed by the student’s post(s). Note that for a post that is a response to another post. The original post is not included, so it may be hard to grade a response if you do not know to what they are responding.

3. Determine the points you want to give the student, then click Done.

4. Type the points into the student’s grade box, then type a comment, if applicable.

5. When finished grading all students, click on Submit Grades.